

Q&A No. 2

**REQUEST FOR PROPOSALS (RFP)
SOLICITATION NO. S00R7400002**

CONSTRUCTION MANAGEMENT FOR THIRD-PARTY (NON-STATE PROPERTY), MULTIFAMILY RENTAL HOUSING PROJECTS FUNDED BY DHCD

The following questions regarding the subject IFB have been submitted. The answers provided by DHCD are intended to clarify the IFB's requirements and ***do not*** constitute an amendment.

Vendor Question	DHCD Answer
3.2.1.1.2 What do you mean by "complete" document review? Latter sections indicate that there are limited documents to be reviewed that are mostly related to constructability, construction, etc.	The CMO will be required to review any and all documents related to construction and/or rehabilitation of a project. There may also be a request to review other project documents on a case-by-case basis.
3.2.1.1.4 Please indicate where the field monitoring standards are.	A site visit is required at the threshold stage. During construction two visits a month are required, per Section 3.2.4.1.
3.2.1.1.4 Please indicate where the review standards are.	The CMO is required to walk the site and inspect construction work for compliance and in accordance to the design and specifications submitted at project approval.
3.2.2.4 Will you provide an estimate as to on average how many VE/Cost change requests are made on the typical 100-unit project we are basing our proposal on? What should we assume in our proposal?	DHCD is unable to estimate.
3.2.2.5 What are some of the other related reports we should account for besides Geotech and Environmental? What should we assume in our proposal?	All documents related to construction will require review: construction contracts, architect contracts, engineering contracts, plans and specifications, etc.
3.2.2.6 How many site visits on average should we assume in our proposal?	Three. More may be necessary after contract award on a case-by-case basis
3.2.2.7 This is open-ended and hard to quantify in a proposal. What is the scope of analysis expected here and what should we assume in our price proposal?	The technical proposal for this requirement, should explain the offerors readiness to provide similar types of reviews and analyses as those specifically stated in the RFP. Pricing should be provided as directed in attachment F.

3.2.3.1 Please clarify what exactly is need to show" compliance with DHCD guidelines to the construction management designee". Is there a document, or section of an existing document you can direct us to help us understand what you need?	<p>The 2016 Multifamily Rental Financing Program Guide found on DHCD's website.</p> <p>See link below:</p> <p>http://dhcd.maryland.gov/HousingDevelopment/Documents/lihtc/Final%202016%20MD%20MF%20Rental%20Financing%20Program%20Guide%20Signed%20by%20Governor%208-9-16.pdf</p>
3.2.3.2 How many site visits should we assume during the pre-construction phase per project? And how far should we assume the projects will be from our office? Projects far from our office (Columbia MD) will consume more time. What should we assume to keep our price in line with your expectations?	Three. More may be necessary after contract award on a case-by-case basis
3.2.4.1 For bi monthly construction meetings, how far should we assume the projects will be from our office? Projects far from our office (Columbia MD) will consume more time. What should we assume to keep our price in line with your expectations?	DHCD is a statewide lender.
3.2.4.2 What level of inspection are you expecting? Are there guidelines we can have to help us estimate the level of effort needed? Are you expecting us to verify room sizes, material selections, or just basically make sure that the building is generally in compliance with the documents, I.e. bedroom counts and sizes are ok, brick if provided and not siding if brick is promised, split systems and not PTAC etc.	The CMO is required to walk the site and inspect construction work for compliance and in accordance to the design and specifications submitted at project approval.
3.2.4.3 On average, how many change orders are we expected to review? Whats an average number for a building of this size we can base our proposal on?	DHCD is unable to estimate.
3.2.6 Please provide examples of the reporting you expect to see for all levels of construction document review, construction cost review, meetings and field monitoring.	DHCD expects documents such as meeting minutes for site inspections and review reports of submission kits.

3.5 Please provide an example of what you expect to see for the problem escalation procedure document.	DHCD expects a written plan that explains the key personnel, turnaround time, and method of response that will be when DHCD reports a problem, or the Contractor becomes aware of a problem, under this Contract.
3.6.1.B.8 Please provide information on the Section 3 reference in the sentence. What do you expect for this contract as I do not see reference to the need to comply with Section 3 goals?	State funds do not trigger Section 3.
5.5.3 At this stage of the process, the technical merits can be judged with much more clarity than financial proposals and as a result, weighing these equally seems problematic and invites risk into your process that does not need to be there. I request that DHCD consider the weighing to be 75% technical and 25% financial.	The RFP will be weighed as outlined in the RFP.
I'm noticing that some potential MBE partners and other critical members necessary for the response may be out of time, given the time of year. Is there any possibility that the RFP deadline be move back to accommodate for the holiday weekend/week?	The proposal submission deadline under this RFP is not scheduled to change.
Regarding the budget/cost for the incumbents, is that total figure all that was awarded over the two years? Was the scope of work the same?	Yes, the scope of work was the same, and the total dollar value was disclosed.
How many projects were reviewed, from application to completion by the firms for the fees indicated above?	The projects number provided are estimates, given that some projects are still under review and are therefore not complete.
Do you feel that the current firms, for the fees charged, provided you the services you had hoped for? If not, what areas to you feel needed more effort and attention?	The current Contract is in full force and effect according to the terms and conditions set forth therein.
Regarding Section 3.2.5.1.2, can personnel with design-build project experience use that experience in lieu of one year of CDA-financed construction projects/two years of construction projects financed by similar government lenders?	No, they cannot.